

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSIS NOTICE

43-16

6/20/16

2016 YEAREND CLOSING INSTRUCTIONS

I. PURPOSE

This notice provides instructions to Program Offices for meeting the deadlines associated with the preparation and submission of Fiscal Year (FY) 2016 yearend financial statements, as well as some instructions for the preparation of the new fiscal year. All administrative officers; resource managers; budget, program and management analysts; purchase card holders; accounting personnel; relocating employees; and Federal Agency Travel Administrators (FATAs) are to meet the established cutoff dates applicable to their work.

II. REVIEW OF UNLIQUIDATED OBLIGATIONS

A. Department Regulation 2230-001, October 15, 2014, requires that Agencies review and certify unliquidated obligations on a quarterly basis. As part of this process, it is important for program area personnel to review unliquidated obligations and to request de-obligation as appropriate so that our financial records provide an accurate picture of our obligated balances. Careful attention needs to be paid to FY 2011 obligations that will be canceled at the end of this FY. Unless FY 2011 invoices are paid before the end of the FY, Program Areas will have to pay these invoices from FY 2017 or other future appropriations.

B. The Financial Accounting and Systems Management Branch (FASMB) is to work with the Office of Administrative Services (OAS) in the Office of Management (OM) to review and close out Integrated Acquisition System (IAS) transactions.

C. The Financial Accounting Operations Branch (FAOB) is to perform research necessary to close canceling year direct entered obligations and perform close out on Greenbook, Working Capital Expenditures, Cooperative Agreements, and Interagency Agreements. FAOB is to contact financial program personnel in FSIS, the Department, and the National Finance Center, as needed, to ensure resolution of yearend closing activities.

III. IDENTIFYING AND REPORTING GENERAL LEDGER ADJUSTMENTS (GLAs)

A. Program Offices are to report general ledger transactions that require reclassification to FAOB.GeneralLedgerAdjustments@fsis.usda.gov. Adjustments are made in the Financial Management Modernization Initiative (FMMI) financial system before the close of FY 2016. (Examples of transactions to be reclassified or corrected include: transactions that posted to an incorrect Cost Center, Budget Period, Functional Area, Work Breakdown Structure (WBS) code, Commitment Item or Budget Object Class (BOC) code).

B. Program Offices are to complete and submit [GLA Forms](#), located on InsideFSIS OCFO office space, and supporting documentation, such as Spending Detail Reports, no later than Friday, September 16, 2016, by 12:00 noon to FAOB.

DISTRIBUTION: Electronic; All Field Employees

NOTICE EXPIRES: 7/1/17

OPI: OPPD

IV. MEETING YEAREND CUTOFF DATES FOR PURCHASES

- A. Program Offices are to make certain that all procurement requisitions entered into the IAS meet the key cutoff dates provided by the OAS - Procurement Management Branch, as referenced in FSIS Notice 71-15, *Cutoff Dates for Year End Purchases*, to ensure obligations (contract awards) are processed by Friday, September 30, 2016.
- B. Purchase Card holders are to ensure that all micro purchases as defined by [FSIS Directive 2100.6](#), *Purchase Cards*, made by credit cards are purchased by September 16, 2016, and reconciled (i.e., approved by cardholder and final approved by the cardholder's approving official) by Friday, September 23, 2016.
- C. Only approved emergency purchases can be made after the September 16 cutoff date. Emergency purchases necessitate urgent procurement so that critical Agency operations are not hindered. To obtain Budget Division approval for emergency purchases, Program Offices are to follow emergency purchase procedures listed in Attachment 2. Once approved, Program Offices are to keep this documentation with the Cardholder's purchase.
- D. If the emergency transaction is not expected to post to FMMI by September 30, Program Offices are to send via e-mail a period end estimate to their budget analyst in the Budget Execution and Control Branch (BECB) of OCFO by close of business Friday, September 23, 2016 using the General Ledger (GL) Accrual and Estimate form which is discussed in Section V below.

V. IDENTIFYING AND REPORTING YEAREND ESTIMATES OF OBLIGATIONS

- A. To identify and report year-end estimates of obligations not posted to FMMI by September 30, 2016, Program Offices are to identify FY 2016 actual obligation documents that will not be mailed to the Financial Services Center (FSC) in the OCFO by COB, Friday, September 9, 2016, unless otherwise indicated.
- B. Program Offices are to complete period end estimates using the [GL Accrual and Estimate form](#) located on InsideFSIS OCFO office space for documents. Remember to include estimates for:
1. Cooperative Agreements (CA) or Interagency Agreements (IA) that have not been obligated; and
 2. Printing orders not requisitioned by the Office of Communications or other sources after Wednesday, September 14, 2016.
- C. Program Offices are to e-mail the completed form to their program's budget analyst in BECB no later than noon, Wednesday, September 14, 2016.
- D. Program Offices are to prepare and submit a copy of supporting documentation to accompany each GL Accrual and Estimate form to the program area's budget analyst in BECB. The preparer is to sign and date all forms and supporting documentation. Examples of appropriate supporting documentation include:
1. Standard Form (SF) 182, Authorization, Agreement and Certification of Training;
 2. SF-1164, Claim for Reimbursement for Expenditures on Official Business or AD-616 Travel Voucher;
 3. AD-581 Lump Sum Payment Form; and

4. AD-700 Procurement Request Form

E. Program Offices are to code all documents with a seven-digit Shorthand Code. BECB will review the estimates and provide an Excel file to the FASMB for upload into FMML.

VI. SPECIFIC FY 2016 ESTIMATING PROCEDURES

When estimating FY 2016 obligations, Program Offices are to refer to Attachment 1 to prepare the GL Accrual and Estimate form. FSC will enter all system-ready documents (examples: forms SF-1164, SF-182, AD-700, and AD-616) into FMML that are mailed to the FSC no later than COB Friday, September 9, 2016. If the FSC is unable to enter the documents into FMML, FSC will forward the estimates to BECB.

VII. YEAREND RELOCATION PROCEDURES

A. Human Resource Operations in OM is to submit SF-52s to FAOB by COB, Friday, September 9, 2016, for employees that will start incurring relocation expenses before Friday, September 30, 2016, including employees that will report to their new duty station in October 2016 but will incur house hunting or en route expenses in September 2016.

B. Employees are to submit their relocation vouchers to the FAOB by Tuesday, September 13, 2016. Vouchers submitted after Tuesday, September 13, 2016, will not be processed until after Monday, October 3, 2016.

C. It takes several days after the start of the new FY before budget documents can be entered into FMML. The Budget Division will begin entering the funding documents into FMML on Wednesday, October 5, 2016. Processing for FY 17 may begin after Wednesday, October 5, 2016.

D. The last day employees may submit their request for FY-16 relocation travel advances is Tuesday, September 13, 2016.

E. Employees can obtain a relocation advance in the new FY after October 5.

F. For emergency situations, employees are to contact the FSC Customer Contact Center at 1-800-949-3964, option 6.

VIII. RELOCATION OF EMPLOYEES THAT RESULTS IN TRAVEL EXPENSES BEING INCURRED AFTER SATURDAY, OCTOBER 1, 2016

Employees are required to obtain an approved travel authorization from FAOB before starting their relocation travel. Authorizations for relocations in FY17 will begin after Wednesday, October 5, 2016, for new duty station or moving (house hunting and en route travel) expenses. Should there be a special situation where airline tickets need to be issued after Friday, September 30, 2016, employees are to contact the FSC Customer Contact Center at 1-800-949-3964, option 5.

IX. YEAREND TEMPORARY DUTY (TDY) TRAVEL PROCEDURES

A. Authorizations

1. It is anticipated that Concur will continue to run without interruption. Travel authorizations are to be submitted in accordance with the following instructions and related information.
2. Regarding trips completed on or before Friday, September 30, requiring travel advances, authorization requests need to be approved in Concur no later than September 22, 2016.

3. Travel that commences in FY 16 but concludes in FY 17 are to be entered into Concur. These authorizations are to be created and approved before the end of FY 16 using the current shorthand codes. Advances for travel that commences in FY16 but concludes in FY 17 may not be requested.
4. Advances for FY 17 travel may not be requested until FY 17 funds become available. It is anticipated that funding will be available October 5.

B. Travel Vouchers That Cross Fiscal Years

1. Vouchers that cross FYs can be created when FY 17 funds become available, which is projected to be Wednesday October 5, 2016.
2. Travelers or their designees are to use the FY 17 code from the accounting tab when creating the voucher. Travelers or designees are to allocate their expenses to the appropriate year funds, before submitting the voucher. Doing so will separate the expenses over two fiscal years. Questions regarding how to add the FY17 code, or for instruction on how to allocate expenses, should be directed to your program or district area FATA. There is no need to amend the authorization to make this change. The total costs for airline transportation will be charged to FY 16 because it is the year in which the ticket was purchased.

C. Employees Traveling October 1 - October 6, 2016: These employees are to obtain written approval for travel through the Program or District Office. Once the supervisor approves in writing, either by e-mail or official memo, the traveler may contact the Travel Management Center (Rodgers, Inc.) to book reservations, at 1-877-655-1047 or 610-964-2063. Employees and travel preparers are to complete a post trip authorization to include all charges in Concur.

D. Employees Traveling after October 6, 2016: These employees and travel preparers are to resume creating their Concur travel authorizations when FY 17 funds become available. If there is a special situation where flights need to be booked before FY 17 funds are available, employees are to contact their Program or District Office FATA for guidance.

E. Travel Vouchers and Advances: Once an employee's voucher is approved in Concur, it will take an extra couple of business days before Treasury releases payment.

F. Static Signatures: The Concur Static Accounting Code Signature attached to any program codes in the previous fiscal year will not roll over when new codes are established for the new FY. Program Offices are responsible for manually adding static signatures to any codes they wish to monitor in the upcoming year. Remember that until a static signature is attached to a program's shorthand code in Concur, documents will route only to the regular travel approving authority, and will not include the funds validating authority provided by the static signature. Programs are therefore encouraged to attach static signatures as soon as codes become available in Concur. Program Offices are reminded, that if they choose to use Static Signatures to help monitor their spending, they must attach at least two names, to ensure alternates are available and avoid delays in the approval of travel documents.

X. METTEL PREPARATION OF AD 700'S FISCAL YEAR 2017

A. When preparing AD700's (Procurement Requests) for FY 2017 to OCIO, never combine GSA TOPS (Telecommunications Ordering and Pricing System) related requests with MetTel related requests on the same AD700. Always separate these two categories of requests and submit as separate Footprints tickets. Clearly delineate that you are submitting MetTel documents. Include the account number(s) and Location ID if known, on each AD 700 form. They are due to OCIO by Monday, September 19, 2016 for the new fiscal year.

B. OCIO will provide FASMB all MetTel related AD700's and FY 2017 Export Import files no later than Monday, October 3, 2016.

C. FASMB will create the Funds Commitment Documents (FCDs), which are the annual obligating documents used in FMFI to pay the MetTel invoices using an effective date of October 17, 2016. The FCDs will be uploaded into MetTel portal by Friday, October 21, 2016.

D. If there is a Continuing Resolution and your Procurement Request is for more than \$5,000.00, FASMB will create the FCD to pay for services through the Continuing Resolution month. For example, if the CR funding is through December 15, and the AD 700 amount is \$5,000.00, FASMB will create the FCD to cover 3 months of service (October, November, and December) or \$1,250.00.

XI. QUESTIONS

Subject	Subject Matter Expert	Phone Number:
BD, Approval for Emergency Credit Card Purchases	Mike Toner, Director Martina Simms, Deputy	202-690-8398 202-690-3614
BD, Budget Execution Branch Estimates	Dottie Akinleye Walayna Hilliard Willia Stepney Peter Sealy	202-720-0037 202-690-2763 202-720-0578 202-690-9070
FMD, Financial Accounting & Operations Branch	Allison Opicka, Chief	301-344-0490
General Ledger Adjustments	Kevin Blackburn Crystal Martin Email: FAOB.GeneralLedgerAdjustments@fsis.usda.gov	301-344-0748 301-344-0742
Reimbursable Agreements	Gloria Barksdale Melissa Wilson Email: Reimbursableagreements@fsis.usda.gov	301-344-0736 301-344-0733
Relocations	FSC Email: EmployeeRelocationServices@fsis.usda.gov	1-800-949-3964 Option 6
Concur (TDY)	FSC Email: FSCGeneral@fsis.usda.gov	1-800-949-3964 Option 5
FMD, Financial Accounting & Systems Management Branch	Brian L. Fong, Chief	301-344-0481

FMMI Inquiries	Edna Brewington - Smith Janey Jones	301-344-0482 301-344-0482
Master Data (Shorthand Codes)	Bridgette Neal	301-344-0737
MetTel (Funds Commitments)	Bridgette Neal	301-344-0737
Security	Vida Campbell Becky Krukar	301-344-0482 301-344-0482
FSC, Toll Free Number		1-800-949-3964
HRO, Awards,	email: FSISAwards@fsis.usda.gov	
HRO, Toll Free Phone Number		800-370-3747
Office of Administrative Services, Procurement Management Branch		301-504-4211
UPS Address for FSC Document Delivery:		

FSIS Financial Service Center
ATTN: APMB
PO Box 9205
Des Moines, IA 50306-9205



Assistant Administrator
Office of Policy and Program Development

YEAREND DEADLINES SUMMARY

Date	Task Description	Notes
9/31/2016	Awards – Deadlines	Completed award package (AD 287-2, Recommendation and Approval of Awards form, signed by your Assistant Administrator or designee and a written justification for the award) must be delivered to the Human Resource Operations Division (HRO) via email at FSISAwards@fsis.usda.gov no later than August 31.
9/08/2016	Planning to Relocate?	Program Offices are to electronically submit all SF-52 Personnel actions for relocation moves to HRO via the 52 Tracker System
9/9/2016	Relocation Documents and Estimates Due	HRO will send SF-52-s for employees that will start incurring relocation expenses before September 30, including employees that will report to their new duty station in October but will incur house hunting or en route expenses in September 2016). NOTE: For relocation documents (SF-52s) received after September 9, the effective date will be changed to October 2 (FY 2017) and will be forwarded to: EmployeeRelocationServices@fsis.usda.gov with the amended reporting date.
9/9/2016	Identifying and Reporting Yearend Estimates of Obligations	Program Offices are to report yearend estimates using the GL Accrual and Estimate form for the documents not posted to the FMMI System or mailed to the FSC. Refer to page 2.
9/14/2016 by 12:00 noon	General Ledger Accrual and Estimate Forms	Submit all signed and dated GL Accrual and Estimate forms and supporting documentation to your Program area's BD analyst in BECB.
9/16/16 by 12:00 noon	General Ledger Adjustments (GLAs)	Submit completed GLA forms and supporting documentation to FAOB.GeneralLedgerAdjustments@fsis.usda.gov
9/16/16	Purchase Card Cutoff Date	Last day to make micropurchases by government credit card.
9/17/16- 9/30/16	Emergency Credit Card Purchases	Obtain prior Budget approval for all Emergency Credit Card purchases. Prepare Emergency Credit Card Purchase request signed by your credit card approving official. (Refer to Attachment 2.)
9/19/2016	MetTel AD700's	Program Offices are to prepare and submit their AD700's to OCIO through Footprints for FY 2017 telecommunications services. Note that MetTel AD700's are to be prepared and transmitted

		separately from the GSA TOPS.
9/23/2016	Estimates and Submission For Emergency Credit Card Purchases	For programs that need to make an unanticipated emergency purchase using their Purchase Card (credit card), please email your period end estimates to your program's budget analyst for transactions that will not appear on the Access On-Line system by September 30. Use the GL Accrual and Estimate form.
9/30/2016	Emergency Requisitions/Concur Authorizations	<p>Program Offices are to follow the Procurement Cutoff Date Schedule for FY 2016 (see FSIS Notice 71-15, <i>Cutoff Dates For Yearend Purchases</i>).</p> <p>However, emergency requisitions can be processed through September 30. Emergency requisitions necessitate urgent procurement action so that critical agency operations are not hindered. Any questions contact your contracting officer.</p> <p>All employees are to have an approved Concur authorization before going on any official travel. (NOTE: Estimates are not necessary for any travel entered and approved in Concur by September 30, 2016.)</p>

Sample Request for Approval of Emergency Purchase

Date, 2016

To: Mike Toner,
Director
Budget Division Director

Martina Simms,
Deputy Director
Budget Division

From: Name

Office of _____

Subject: Emergency Purchase Card Purchase(s)

Request approval for emergency purchase of \$xxx.xxx for xxx purpose.

- Provide supporting documentation
- Describe why purchase is late.
- Impact if purchase is not made this fiscal year
- Provide Point of Contact